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Bulletin Number   40999BR

Type of Recruitment   Transfer Opportunity

Department   Internal Services

Position Title   SENIOR SECRETARY III

Filing Type   Open Continuous

General Information

The ISD Computing Services Branch is seeking a highly qualified, self-motivated individual to fill the position of **Senior Secretary III** in the Information Technology Service, Security Division (SD). The position is required to interact both verbally and in writing with the general public, employees, supervisors, managers, staff from other County Departments, as well as outside vendors.

PURPOSE:

This position provides secretarial support to the Security Division Manager and to division staff as a whole.

Requirements

DO NOT APPLY ONLINE

Permanent County employees that currently hold the Senior Secretary III classification or who are eligible for administrative reassignment in accordance with Civil Service Rule 15 are invited to submit a letter of interest, a resume highlighting education and experience, two writing samples, last two performance evaluations, and time records for the last two years to:

Dan Herlache

Internal Services Department

ITS, CSB Security Division

9150 E. Imperial Hwy, Mailstop 29

Downey, CA 90242

dherlache@isd.lacounty.gov

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection. Resumes and related documentation will be accepted until the needs of the Service have been met.

Desirable Qualifications

- Strong working knowledge of eHR/TimeI, the Certification Desk Management System (CDMS), and County Policies, Procedures, and departmental guidelines.

- Strong Microsoft Outlook, Word and Excel skills.

- Excellent oral and written communication skills.

- A sense of discretion and sensitivity to highly confidential information.

- Ability to maintain files in an organized manner.

- Ability to manage multiple priorities under strict deadlines.

- Ability to work independently yet as a team player.

Duties

Acts as intermediary between division manager and staff and maintains communication with employees and other applicable parties regarding absences, scheduled meetings and other matters affecting the division.

Reviews, analyzes, makes recommedations, and prepares correspondence for performance evaluations, administrative controls/procedure audits such as the internal control certification program (ICCP), and other confidential records for division staff.

Screens telephone calls, refers calls to others as appropriate, makes appointments, coordinates meetings for division management, enters meetings to calendar, and schedules conference rooms as requested.

Reviews materials being submitted for supervisor's attention ensuring that all signatures and/or justifications are included.

Prepares training/travel requests and ensures all necessary signatures and information is gathered appropriately for approval and submission of payment.

Ensures all division staff is in compliance with mandatory trainings by recordkeeping and enrolling/registering staff appropriately.

Keeps track and advises division management of performance evaluation due dates, proofreads and edits performance evaluation content for punctuation and syntax, and forwards to management for review/signature.

Tracks and maintains division office supplies and prepares procurement requests for division supplies, vendor licenses and software.

Vacancy Information

The vacancy is within ISD's Information Technology Service, Computing Services Branch, Security Division, located at 9150 E. Imperial Highway, Mailstop 29, Downey, California 90242. This position is on a 4/40, Friday off, work schedule.

Available Shift	Day
Contact Name	Dan Herlache
Contact Email	dherlache@isd.lacounty.gov
Job Field	Secretarial
Job Type	Administrative Support

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